

## **Peter P. Perkins**

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Bergen, NY 14416  
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### **Professional Summary**

I have been successfully employed in various jobs over the years, and currently develop Web sites and provide technical writing, illustrating, and graphic design expertise on a project-to-project basis for a variety of small business clients. My Web portfolio is available at [www.peterpperkins.com](http://www.peterpperkins.com).

### **Graphics and Productivity Applications**

Excel	FreeHand
Word	Illustrator
PowerPoint	Photoshop
PageMaker	QuarkXPress
Dreamweaver	Acrobat

Other applications and skills include Fireworks, Flash, HTML coding, FTP, and proprietary CAD drafting software.

### **Operating Systems**

Computer literate on Macintosh OS 7 through OS X.3 and Win95/98/2k/XP platforms.

### **Certifications**

TQM trained in 1996  
Technical Writing Certification from RIT  
Computer Graphics Certification from RIT  
Diploma in Technical and Graphic Communication Design from RIT

### **Organizations**

An active member of the 1941 Historical Aircraft Group Museum and the Society for Technical Communication (STC) Rochester Chapter.

### **Employment History**

Self-Employed  
Feb 00 to Present

Providing Web design, Technical Writing, Technical Illustrating, and Graphic Design services to local small businesses.

Graham Corporation, Batavia, NY (Vacuum and Heat Transfer Division)  
Aug 82 - Jan 99  
*Designer/Checker II*

Developed all the engineering documentation, assembly and detail drawings, piping and instrument diagrams, electrical schematics, operator manuals, installation manuals, and service bulletins.

Created graphic illustrations for use in presentations for sales seminars, customer quotations, product literature, brochures, and technical articles in trade magazines.

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Graham Corporation, Batavia, NY (Best Machinery Division)  
Jan 76 - Aug 82  
*Lead Designer*

Was involved in all aspects of the design and production (using MRP) of hydraulically operated machine tools, such as Press brakes and Plate shears.  
Created engineering and technical documentation such as schematics, operator manuals, foundation drawings, installation manuals, and service bulletins.  
Supervised 3 - 4 drafters.

Iroquois Design Co., Caledonia, NY  
Dec 71 - Nov 75  
*Lead Designer/Office Manager*

Conceived, designed, and detailed special machinery projects for various clients in the Rochester area.  
Supervised 10 - 12 drafters.

Lapp Insulator Corp., Le Roy, NY  
Jul 70 - Jun 71  
*Machine Operator*

Performed precision grinding of porcelain insulators in a machine shop environment.

### **Education**

Rochester Institute of Technology, Rochester, NY  
Mar 99 Feb 00

Received a Diploma in Applied Arts and Science in Technical and Graphic Communications Design.  
Certifications in Technical Writing and in Computer Graphics with an emphasis on Web site design.

Mohawk Valley Community College, Utica, NY  
Sep 65 - Nov 66

Majored in Mechanical Technology for three tri-mesters.

Perry Central High School, Perry, NY  
Graduated 1965

Graduated with a NYS Regents Diploma.

### **Military Service**

United States Army  
Jan 67 - Jan 70  
*Military Police Corps*

Performed various duties including a tour in Vietnam in 1968 with the Fourth Infantry Division. At the end of my active duty, I held the rank of sergeant (E5).